



February 8, 2006

TO: Transportation Authority of Marin Commissioners

FROM: Dianne Steinhauser, Executive Director

RE: Draft FY 2006/07 Staffing Plan, Agenda Item 6

Dear Commissioners:

Executive Summary

At the December 2005 TAM Board meeting, the TAM Board approved the salary levels and authorized the hiring of two critical staff positions within TAM: a Finance Manager and a Clerk/Executive Assistant. These positions fill two critical workload needs within TAM for the upcoming Fiscal Year 2006-07. There is extensive additional workload TAM is obligated to perform. TAM is currently performing this work through a MOU with County of Marin Public Works and through a contract with Nolte Associates, Inc. This additional support is scheduled to end effective July 1st, 2006. A strategy to perform this work must be adopted or significant elements of the work must cease to be performed.

TAM staff will discuss the three primary elements of work performed by TAM staff other than the financial management work and clerking work already addressed by the TAM Board. Staff seeks direction on what the will of the Board may be in addressing this workload need in FY 2006-07. If it is agreed that this work needs to continue, staff will bring back a staffing plan for continuing to perform this work.

TAM's responsibilities are broad and deep and the consequence of mismanaging those responsibilities is great.

The Transportation Authority of Marin serves as the Congestion Management Agency, CMA, the Sales Tax Authority, and the agency responsible for managing Transportation Funds for Clean Air, TFCA, for Marin County. TAM as the CMA has duties prescribed by both State Law and regional policy. Those duties include the need to assess and manage increasing congestion, to plan multimodal improvements, to represent the interests of Marin County in state and federal legislation, to participate in regional efforts addressing transportation needs, and to assign various fund sources to priority projects. TAM also serves as the sales tax authority for the ½ cent Measure A sales tax for transportation. The sales tax authority is responsible for the management of sales tax funds, for the implementation of the prescribed strategies approved by voters in the sales tax expenditure plan, and for the broad public involvement in that implementation.

The workload associated with these roles are broadly framed in four areas of responsibility: Financial Management, Planning, Programming, and Project Delivery. The required roles and responsibilities cover a wide spectrum of activities in the transportation arena. Our assignments are increasing through directives from all levels of government. To meet these needs, the TAM Board has authorized the retention of permanent staff in the area of Financial Management. The remaining three areas of responsibility are currently being met by a variety of staff from Marin County Public Works, and from an extensive support contract through Nolte Associates, Inc. As evidenced by the attached letter from Public Works Director Farhad Mansourian, TAM needs to decide what, if any, County staff are to be the subject of a renewed MOU with the County effective July 1st, 2006. As well, the Nolte contract expires July 1st and staff need to engage immediately in the process of bringing a consultant team onboard to continue critical activities, if consultants are to continue to be used for ongoing TAM activity.

Staff provides the attached brief assessment of critical activities in the three primary functional areas of Planning Programming and Project Delivery. Board input is sought on additional activities or the deletion of activities TAM no longer wishes to perform. If the TAM Board supports the continuation of this work, staff will bring to the Board staffing options for continued activity in these areas. Staff is prepared to discuss the risk of not performing various elements of the work. In addition, agencies requiring that work be done can provide detailed information on the consequences of not performing the work.

Recommendation: That the TAM Board concur that these activities need to continue, providing input on additional activities or the deletion of activities.

Attachments (4)

FY 2006-07 Project Delivery Workload, Planning Workload, Programming Workload,
TAM Transition Letter

<u>Project Delivery Workload for FY 2006-07</u>	Level of responsibility
Deliver Hwy 101 Bike/Ped & Soundwall project at Puerto Suello hill	Manage/Deliver product
Hwy 101 HOV Gap Closure construction oversight: actively participate in ongoing oversight	Manage/Deliver product
Hwy 101 HOV Gap Closure: manage public outreach activities / manage consultant contract	Manage/Deliver product
Hwy 101 HOV Gap Closure: Respond to public and media inquiries	Manage/Deliver product
TAC: Manage TAC role in providing input to Measure A projects (Major Roads)	Manage/Deliver product
Measure A: track Major Road projects through local approval process/ resolve issues	Manage/Deliver product
Measure A: assure Measure A funds spent to deliver approved project scope	Manage/Deliver product
Measure A: Manage implementation of Safe Pathways projects	Manage/Deliver product
Develop and Manage Project Delivery Support Contract	Manage/Deliver product
Provide federal-aid delivery support to sponsors for all CMA funded programs	Manage/Deliver product
Provide delivery support to sponsors for other TAM programs: TFCA, TDA	Manage/Deliver product
Manage the RM2 program in Greenbrae Corridor	Manage/Deliver product
Oversee Marin Sonoma Narrows environmental and project design delivery	Manage/Deliver product
Manage Disadvantaged Enterprise Program (DBE)	Manage/Deliver product
Assist local agencies to resolve issues on local projects involving Caltrans	Manage
Assist with communication between Caltrans and the community regarding maintenance and SHOPP projects	Manage
Participate in regional committees related to project delivery	Coordinate

Planning Workload for FY 2006-07	Level of Responsibility
Station Area Plans: coordinate with MTC, SCTA, and SMART on MTC mandated effort	Manage/Deliver product
Lifeline: Manage Lifeline Capital Call for Projects; coordinate with Community Based Transportation Plans	Manage/Deliver product
Community Based Transportation Plans: complete Plans in Canal Neighborhood & Marin City; manage TAC's, stakeholder committee, consultants	Manage/Deliver product
Manage TLC/HIP Program: Call for Projects for TLC Fall 06 for unused HIP funds	Manage/Deliver product
Manage TPLUS Advisory Committee	Manage/Deliver product
TOD/Ped Toolkit finalization, including Parking Management Study & Coordination with MTC's Parking Study	Manage/Deliver product
Bicycle and Ped plans: manage completion of bike plan updates ; manage contract with Alta	Manage/Deliver product
Congestion Management Plan: develop CMP scope for 2008 CMP; hire consultant/manage contract	Manage/Deliver product
Assess impacts to land use changes for major projects on CMP- perform required transportation modeling	Manage/Deliver product
General Plans: participate in updates / run Marin traffic model as necessary	Manage/Deliver product
Manage Measure A Safe Routes to School program: Parisi Contract for SR2S and Safe Pathways	Manage/Deliver product
Manage Measure A Safe Routes to School program: Crossing Guard contract	Manage/Deliver product
Develop approach for 2008 Strategic Plan	Manage/Deliver product
Manage Technical Advisory Committee	Manage/Deliver product
Manage CEQA review for TAM	Manage/Deliver product
Presentations to interest groups about TAM	Manage/Deliver product
Develop project initiation documents for new projects, manage special studies	Manage/Deliver product
Manage website information	Manage/Deliver product
MCTD SRTP and service delivery: provide coordination with MCTD on alternate delivery strategies	Oversight/Coordination
SMART- coordinate with SMART on finalizing EIR/ public education campaign for ballot in Marin	Oversight/Coordination
MTC's TLC/HIP: coordinate applications from Marin County	Coordination
MTC's RTP- participate/track MTC RTP discussions starting Summer 2006	Coordination
Ongoing Bike and Ped issues, participate in County's nonmotorized pilot process	Coordination
Track new initiatives from SAFETEA-LU and MTC such as New Freedom	Coordination
Participate in Marin/Sonoma task force regarding 511 and commute alternatives	Coordination
Serve as an advisor to the Executive Director on planning/policy issues	Advise
Coordinate with regional, county and special district representatives	Advise
Coordinate programs that support land use and transportation connections	Advise
Monitor state and federal legislation regarding transportation/land use	Advise
Participate in regional committees related to transportation planning	Coordination

Programming- Workload for Fiscal Year 2006-07**Level of Responsibility**

Finalize funding agreements with MTC and Caltrans on swaps	Manage/Deliver product
Manage Measure A application/allocation/ and funding agreement process	Manage/Deliver product
RTIP : respond to state budget or CTC Allocation Plan policies/ apply for fund allocations	Manage/Deliver Product
RTIP : manage Call for Projects for 2008 STIP cycle/ recommend programming to MTC	Manage/Deliver product
County TE Program: manage Call for Projects and programming action	Manage/Deliver Product
BAAQMD-40% TFCA funds: Manage Call for Projects, programming action	Manage/Deliver product
Manage TDA Article 3, Regional bike/ped Call for Projects, advisory committee input	Manage/Deliver product
Track and respond to new or revised delivery requirements on fund sources	Manage/Deliver Product
TLC/HIP- coordinate with sponsors to assure SB 45 and AB 1012 deadlines are met	Manage/Deliver Product
Manage use of federal earmarks coming to TAM- program/obligate/track expenditures	Manage/Deliver Product
STP Local Streets and Roads Rehab- assure sponsors meet AB1012 requirements	Manage/Deliver Product
Amend Revenue and Expenditure element of Strategic Plan	Manage/Deliver Product
Program RM2 funds	Manage/Deliver Product
Manage monitoring and reporting requirements from granting agencies	Manage/Deliver product
Prepare federal fund requests	Manage/Deliver product
Prepare TIP updates	Manage/Deliver product
Announce/support/coordinate local agency grant submittals to statewide and regional programs	Oversight/Coordination
Track legislation affecting funding ; react appropriately	Oversight/Coordination
Participate in regional committees related to programming	Coordination

DEPARTMENT OF PUBLIC WORKS

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Farhad Mansourian, RCE
Director

January 25, 2006

Dianne Steinhauser, Executive Director
Transportation Authority of Marin
PO Box 4186
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RE: County to Independent TAM Transition

Dear Dianne:

We understand that you are well underway in finding a new office location and developing a recruitment strategy for independent staff. The Department of Public Works has fully committed to a smooth transition from County staff to independent TAM staff by insuring no change in staffing levels to TAM for the entire 2005-06 fiscal year. The staff the County has provided to TAM that will be reassigned starting July 1, 2006 are:


Craig Tackabery
Art Brook
Tho Do
Carey Lando
Peter Coles
Bill Nelson

If your transition plan may require the continued service of any of these employees beyond July 1, 2006, we would need written notice by March 1, 2006 to allow us adequate time to consider the request and consider workload impacts. At this time we cannot confirm that any of the above employees will be available after July 1, 2006, but want to continue to work with TAM to insure a smooth of a transition as possible.

In accordance with the MOU adopted by the two agencies, the County will continue to provide a Senior Civil Engineer (Bill Whitney) until December 31, 2009.

Should you have any questions or comments, please do not hesitate to contact me directly at (415) 499-7580.

Very truly yours,


Farhad Mansourian
Director

c: *Affected Transportation Staff*
Bob Beaumont, Craig Tackabery, Jeff Rawles, Saaïd Fakharzadeh

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